



**Position:** Loan Operations Specialist (Loan Document Preparation)

**Location:** Loan Operations - Cordele

**Date:** 01/16/2018

Interested candidates should send resumes to [resumes@bankpfb.com](mailto:resumes@bankpfb.com)

**Position Summary:** The Loan Doc Prep position involves the preparation of loan closing documentation, both Consumer and Commercial, as presented by Planters First Bank within the guidelines established by Planters First Bank Loan Policy and Procedures. The Loan Doc Prep Specialists will ensure adherence to all regulatory guidelines pertaining to appropriate disclosures. This position will also assist in daily functions of the Loan Operations area, work with team members and customers in account problem resolution, and ensure all duties are completed timely and accurately. Responsibilities of the Loan Document Preparation Specialist include, but not limited to, the below listed duties:

**Main Duties & Responsibilities:**

- Reviews files to ensure proper approval has been obtained.
- Has strong working knowledge of collateral documents and reviews said to ensure the bank is protected and secured in the transaction.
- Verifies, compiles and prepares loan closing documentation in accordance with Planters First Bank Loan Policy and Procedures.
- Work with lenders/AA to answer questions concerning documentation needs.
- Adherence to all compliance matters.
- Has a strong commitment to customer service and communicates openly and effectively with lending staff he/she supports.
- Stays abreast of changes to Loan Policy and Approval Guidelines as established by Credit Administration.
- Sets appropriate expectation for the field for turnaround on loan closing packages. Stays in constant communication with lenders as to the status of their request and answers all lender questions, as appropriate.
- Responsible for complying with BSA policies and procedures
- Other duties as assigned

**Job Education & Experience:**

- High School diploma or equivalent
- LOS I - Entry-level to 5 years' experience
- LOS II – 3 to 10 years' experience
- LOS III – 7 to 20 years' experience
- LOS IV – 15 or more years' experience
- Past processing experience or lending experience preferred but not required.

**Job Competencies:**

- Self-driven, self-motivated
- Willingness to work flexible hours
- Willingness to learn and explore other opportunities
- Ability to strategically problem solve
- Ability to self-direct
- Organizational skills
- Accuracy and attention to details